

Training Essentials	
SCRIPT	
Description	Text
<b>1. Introduction</b>	Welcome to the M-SPIRIT Required Online Training presented by the Montana Department of Public Health and Human Services WIC Program.
<b>2. Director</b>	The Montana WIC director has a few words of welcome before training begins.
<b>3. Director2</b>	(Director's Video) Welcome to the Montana WIC team. I'm Joan Bowsher, the Montana State WIC Director. Montana WIC professionals are a dedicated group of people who value high quality nutrition services for our Montana women, infants and children. To help deliver consistent, high quality nutrition services, Montana WIC provides all new WIC professionals with M-SPIRIT required online training prior to allowing access to the WIC computer program. The Montana WIC State Office has designed this interactive training to provide you with skills and information necessary to support WIC participants and to uphold the Federal and Montana WIC guidelines. I wish you success in your new position with Montana WIC and hope you will be a member of the WIC team for many years to come.
<b>4. Title</b>	Training Essentials
<b>5. Duration</b>	This on-demand session should take about 20 minutes to complete.
<b>6. Objectives1</b>	By the end of this session, you will be able to:
	identify how many and which sessions you will be required to review,
<b>7. Objectives2</b>	understand the difference between the required on-demand sessions and the optional review sessions, and
	recognize the information available to you in the Local Agency Resources section on the Montana WIC web site and why it's important, and
	be familiar with and use the training materials available to you for M-SPIRIT.

<b>8. OnDemand1</b>	The M-SPIRIT on-demand training sessions are available on-line on the Montana WIC web site from any computer with Internet access.
	These sessions are designed to follow the steps involved from participant application to benefit issuance and should be viewed sequentially.
	Each session is divided into sections called modules. Modules focus on specific aspects of M-SPIRIT such as the Income Calculator or the Height/Weight tab.
<b>9. OnDemand2</b>	You must view the required on-demand sessions prior to acquiring access to production M-SPIRIT.
	WIC Local Agency Training Coordinators will be responsible for ensuring that staff view the appropriate sessions.
	Local agencies can decide whether to view each session or module as a group or individually.
	Each module can be viewed as many times as you want to view it.
	Since the module is pre-recorded you can pause as needed while viewing.
<b>10. ControlBar</b>	Each module has a control bar at the bottom of the screen. Hovering your mouse over each button will show you its function.
	The status bar indicates your progression through the module.
	The Rewind button returns you to the first slide in the module.
	The Pause/Play button is a toggle button and you can click it to play when paused or pause when playing.
	The Back and Forward buttons move you one slide in that direction.
	The Audio On/Off button is just like the Pause/Play toggle button.
	To exit the module, simply click on the browser exit icon in the top right corner of the screen.

<b>11. Links</b>	The links in the modules provide short cuts to different pages on the DPHHS WIC web site. You should single click the link to open it.
	The web page will open in a new browser window.
	The module will pause on this slide regardless of whether you click the link or not. You must click the Play button to continue to the next slide.
	If you click the link, you can simply minimize or close the open browser window to return to the module and then click Play to continue.
<b>12. Required1</b>	In order to manage the scope of the material and the length of the on-demand sessions, we have divided the material into 9 sessions (including this session) that are required for all M-SPIRIT users. There may be additional sessions in the future required for any staff that will be using a specific functionality, such as Build Master Calendar.
	Each session is then divided into modules, based on the content they cover. For instance, Session #4 is made up of modules that review the Certification Guided Script interface, the Demographics tab, and the Income Calculator.
	Each of the sessions will focus on and teach you about different aspects and functions in M-SPIRIT.
	Session 1: Introduction to M-SPIRIT will provide information about:
	accessing and logging into and out of M-SPIRIT, including how to change your password,
	trouble-shooting issues with M-SPIRIT and your Internet connectivity, and
	the new M-SPIRIT hardware, which includes scanners and signature pads
	and should take about 30 minutes to complete.
	Session 2: Participant List will guide you through the Participant Search, Participant List, Prescreen, and In-State and Out-of-State Transfer processes.
	Session 3: Participant Folder Overview is a tour of the functionality available in the Participant Folder including: using multiple participant folders at one time, system messages, managing alerts and notes, and scanning documents.
	Sessions 2 and 3 will each take about 60 minutes to complete all the modules.

<b>13. Required2</b>	Sessions 4 – 6 are all focused on the Certification Guided Script and the tabs in the Participant Folder that display the information collected during a certification.
	Session 4: Certification Guided Script and Participant Folder – Part 1 will take you through the assessment sections of a Certification Guided Script. These activities include demographics, income, and health information. Session 4 will take about 90 minutes to complete.
	Session 5: Certification Guided Script and Participant Folder – Part 2 is an in-depth examination of the height/weight/blood screens, VENA questions and Risk Factor assignment. Session 5 will take about 60 minutes to complete.
	Session 6: Certification Guided Script and Participant Folder – Part 3 is an overview of Referrals, Nutrition Education, SOAP Notes, CPA Determined Follow-Up, Food Prescription, and the end cert process, including capturing electronic signatures. Session 6 will take about 60 minutes to complete.
	Session 7: Benefit Issuance will walk you through the details you need to be familiar with to issue benefits, void them, and research their issuance. In M-SPIRIT, the term “benefit” refers to food instruments or vouchers. Session 7 will take about 75 minutes to complete.
	Session 8: Appointment Scheduling is required for all staff. This session will present an overview of the functionality available to users to schedule and track participant appointments. This session will take about 45 minutes to complete all the modules.
<b>14. Approach</b>	The Sessions and modules were designed as stand-alone training for M-SPIRIT that should be used to train new staff.
	The modules are designed for all users regardless of their level of proficiency with WIC. The on-demand modules allow for self-pacing and users should review the modules at a pace appropriate to their skill level and understanding of the information provided.
<b>15. Questions</b>	You can submit your questions about M-SPIRIT at any time.
	A Frequently Asked Questions forum is available on the DPHHS WIC web site and most M-SPIRIT Training pages will also have a link to this forum.
	The questions are emailed to the helpdesk email and disseminated to the appropriate state office staff for answers.

<b>16. Answers</b>	Answers to submitted questions will be provided back to the person who submitted the request (if desired) in a timely manner.
	If the question is not agency-specific, it will be posted on the DPHHS WIC web site's Frequently Asked Questions forum.
<b>17. ResourcesPg1</b>	The Resource section is also on the Montana WIC website, under the local agencies section. It provides access to materials specifically for Montana WIC local agency staff.
<b>18. ResroucesPg2</b>	The contents include clinic administration forms, computer forms, farm direct information, the frequently asked questions forum and links to other helpful websites.
<b>19. Nav1</b>	Access to the Resources section is available through the Montana WIC Website at <a href="http://wic.mt.gov">wic.mt.gov</a> .
<b>20. Nav2</b>	To navigate to the page via the Montana WIC home page, open the page at the URL listed on this slide.
	Click on the Local Agencies link on the left navigational tool bar and scroll down until you see the Resources section.
<b>21. Playground</b>	A training laptop is sent out when an agency has personnel that require M-SPIRIT Training. The M-SPIRIT playground is accessible from the training laptop. The playground is a de-sensitized database. This means that any private information has been modified or removed.
<b>22. HandsOn</b>	Structured exercises are available on the Montana WIC web site. Structured exercises are hands-on learning exercises that you perform in the Playground.
	The hands-on learning exercises are practice activities and scenarios to help you become familiar with the functionality in M-SPIRIT and to engender greater proficiency.
	These exercises are to help you hone your skills at using M-SPIRIT to certify participants and issue benefits. It will benefit all users to spend some time performing hands-on practice.
	However, despite being highly recommended, they are not required and should be completed as time allows.